NASA Process to Comply with NARA Bulletin 2006-02
Scheduling Records in Electronic Information Systems
(Updated 2/13/2010)

Via successive Agency-wide data calls through the NASA Chief Information Office during
FY07 and FY08, the Agency built an inventory of over 3,000 electronic systems and
applications.

Included in the data call were specific records fields requiring identification of whether each
system contained Federal records, whether retention schedule items were associated with them,
and which schedule items, if known.

During FY09, a team composed of NASA Center Records Managers and partners from the
National Archives and Records Administration (NARA) analyzed the brief descriptions provided
for systems, segregated those that seemed not to contain records, and categorized the 1,330
systems seemingly containing records into 54 subject categories drawn from NASA's Agency
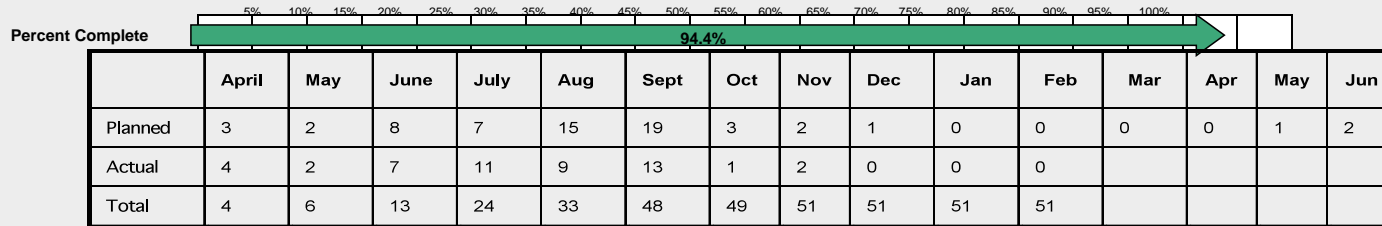Filing Scheme.

Small category teams then conducted further analyses and scheduling activities. For every
subject category, the assigned team conducted a more focused analysis of each system's
description, contacting system owners when additional information was required to understand
the nature of the records in the system.

Teams verified or searched for appropriate retention schedule items to cover the records in each
system. Where existing schedule items could not be identified, the team either developed
proposed revisions to existing items or developed a new schedule. Most schedules developed or
revised utilized flexible schedule wording to ensure maximum coverage of related NASA
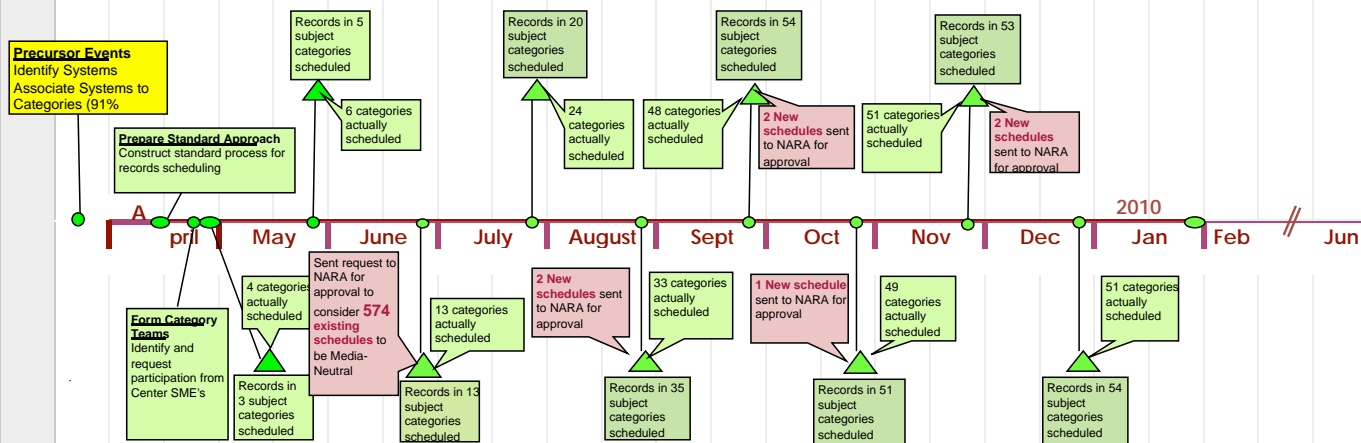records.

The NASA Records Officer coordinated revised/new retention schedules with relevant Agency
subject matter functional office and submitted to NARA requests for record disposition
authority.

The following graphic presents a status summary of NASA progress to scheduling these
electronic records.

Scheduling e-Records (03/01/2010)

Percent Complete

5% 10% 15% 20% 25% 30% 35% 40% 45% 50% 55% 60% 65% 70% 75% 80% 85% 90% 95% 100%

94.4%

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Planned	3	2	8	7	15	19	3	2	1	0	0	0	0	1	2
Actual	4	2	7	11	9	13	1	2	0	0	0				
Total	4	6	13	24	33	48	49	51	51	51	51				

Planned milestone schedule was rebaselined on October 1 and December 1.

Precursor Events
Identify Systems
Associate Systems to Categories (91%

Prepare Standard Approach
Construct standard process for records scheduling

Form Category Teams
Identify and request participation from Center SME's

Records in 5 subject categories scheduled — 6 categories actually scheduled

Records in 20 subject categories scheduled — 24 categories actually scheduled

Records in 54 subject categories scheduled — 48 categories actually scheduled — 2 New schedules sent to NARA for approval

Records in 53 subject categories scheduled — 51 categories actually scheduled — 2 New schedules sent to NARA for approval

4 categories actually scheduled

Sent request to NARA for approval to consider **574 existing schedules** to be Media-Neutral

13 categories actually scheduled

2 New schedules sent to NARA for approval

33 categories actually scheduled

1 New schedule sent to NARA for approval

49 categories actually scheduled

51 categories actually scheduled

Records in 3 subject categories scheduled

Records in 13 subject categories scheduled

Records in 35 subject categories scheduled

Records in 51 subject categories scheduled

Records in 54 subject categories scheduled

April May June July August Sept Oct Nov Dec Jan Feb Jun

2010

Identify Systems	Centers identified 3,172 systems	**Completed**
Identify Record Categories	Identified 54 Subject categories of systems identified using Agency Filing Scheme.	**Completed**
Associate Systems to Categories	Put each system into a subject category	Partially Completed. Have data on 91% of systems (2,874 of 3,172).
Prepare standard process	Construct standard process for records retention scheduling	**Completed**
Form Category Teams:	Identify and request participation from Center SME's (related to each record category); NARA will serve as advisors	**Completed**
Draft Records Retention schedules for the 54 subject categories	Each team prepares record retention schedules for assigned categoy.	94.4% Complete (e.g., submitted to NARA for approval)
Remaining 3 Categories: Information Dissemination Internal, Information Mangaement External, Safety	Subject categories are more complicated than expected	Projected Completion - June 30
Submit	Submit records schedules for 54 categories to NARA for approval	All schedules completed by June 30, 2010